

Emergency Permit Checklist

- **Emergency Permit Application.** This will be provided to you by the employing school corporation. Please make sure application is complete and signed by the superintendent or designee.
- **Official transcripts with degree.**
- **Limited Criminal History Report.** Complete this application and send to the Indiana State Police Central Repository. When the limited criminal history is returned to you, include it with your application materials. **WE MUST HAVE THE ORIGINAL LIMITED CRIMINAL HISTORY REPORT. PLEASE NOTE: THE REPORT IS VALID UP TO ONE YEAR AFTER THE POSTED ISSUE DATE.**
- **Application Fee.** Emergency Permits require a \$35 Money Order or Cashier's Check made payable to "State of Indiana". Send this fee ONLY if you hold a valid out of state teaching license and wish to receive the Indiana license for which you are eligible. **DO NOT SEND CASH OR PERSONAL CHECK. ALL FEES ARE NON REFUNDABLE.**
- **The specific area of request has been listed.**

For Original Emergency Permit:

- Approved Program confirmation form.
- If permit is for a school administrator, submit a letter of verification of two years teaching experience under a valid Indiana teaching license.

For Renewal:

- Section E of Emergency Permit application has been completed by licensing advisor.
- Copy of Original Emergency Permit

For Praxis II Emergency Permits (one year **NON RENEWABLE**):

- Documentation of passing scores on all required Praxis I exams.
- Verification that the applicant has taken, but not passed, the appropriate Praxis II exam.

For Continuing Education Emergency Permits (one year **NON RENEWABLE**):

- Superintendent or designee verification of applicant unemployment or non-instructional employment for the last three (3) years.

Mail application packet to:

Office of Educator Licensing and Development
151 W. Ohio Street
Indianapolis, IN 46204-2798